Guide to filling for ad-hoc operation in DOH & DIA

version 1.0

Qatar Slot Coordination Organization
6-9-2020

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1. DOH: Ad – hoc schedule approval process

Operators that plan to operate through DOH/OTHH need to follow the process that is described in the QCAA Circular AT/CIRC/0947/2016 to all operators. Further details on the process can be found in the eAIP Qatar GEN 1.2 also uploaded in the QSC website (http://qatarcoordination.org/downloads.html).

This brief is addressed to operators as a guiding material on "**Step 2**" of the below process.

Step	Organization	Email	Minimum Information required
1. Ground Handling Clearance Number	QAS General Aviation	**TO:** generalaviation@qataraviation.com	Operators schedule; nature of operation; aircraft information; other as required by GH.
2. Schedule/Slot Clearance	Qatar Slot Coordination	**TO:** slots@qatarcoordination.org **CC:** doha.comm@caa.gov.qa; doha.ais@caa.gov.qa; schedules@caa.gov.qa; Rakesh.Attavar@caa.gov.qa; khalid.alnasiri@caa.gov.qa;	SCR, or SMA format request. Ground handling clearance number from GH.
3. Landing/traffic rights clearance	Civil Aviation Authority	**TO:** slots@qatarcoordination.org; doha.comm@caa.gov.qa; khalid.alnasiri@caa.gov.qa; **CC:** rakesh.attavar@caa.gov.qa; schedules@caa.gov.qa;	Operators are required to submit their requests for non-scheduled flights at least seventy-two (72) hours before the intended flight takes place. For detail requirements kindly refer to eAIP Qatar GEN 1.2-3; Operators schedule; nature of operation; aircraft information; other as required by CAA; Slot/schedule clearance; Ground handling clearance.

2. Applying for an SMA/SCR (step 2)

Following principles are to be considered when applying for an SMA/SCR to operate through DOH.

➢ DOH/OTHH is a designated Level 2 – Schedule facilitated airport that requires a schedule to be approved by the Facilitator - Qatar Slot Coordination.
➢ The format to apply for an ad-hoc, or a series of flights is through following IATA's SSIM formats.
➢ Using the formats only provides a quicker process of the message and it does not guarantee that the requested slot will be cleared.
➢ Requests that do not follow the formats will not be accepted, or handled.
➢ SMA: Schedule Movement Advice and SCR: Slot Clearance Request follow the same formats.

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3. SMA/SCR format standards

3.1 Message elements

Following are the message elements for ALL SMA/SCR applications.

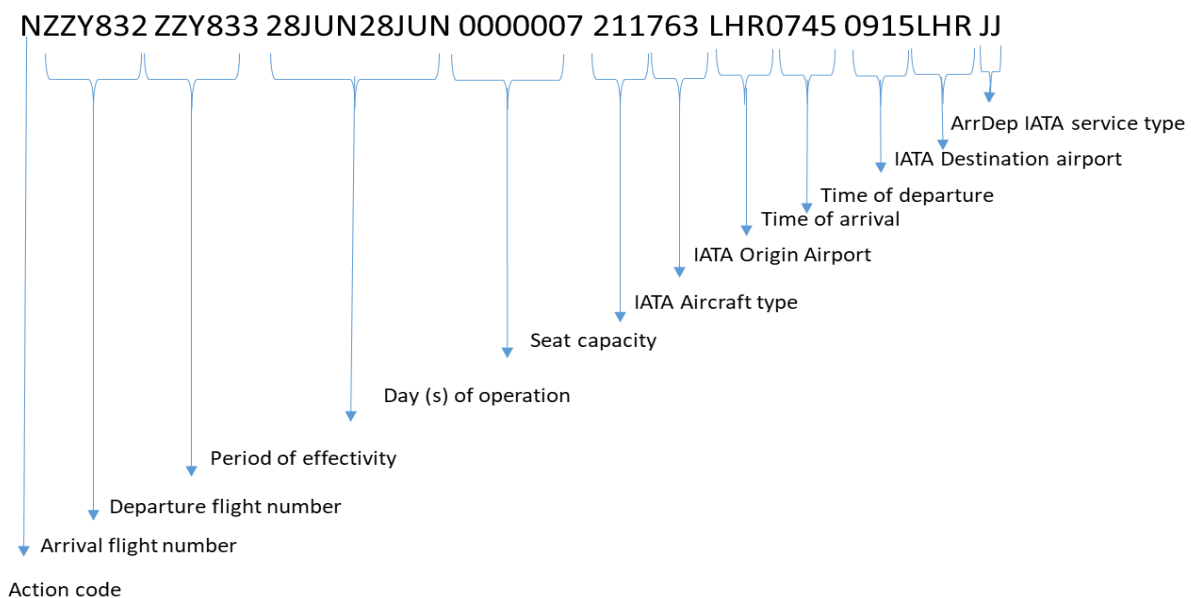| Line	Element	Mandatory	Message example:
1	SCR – Slot Clearance Request / SMA - Schedule Movement Advice	YES	SCR or SMA
2	/REPLY TO	NO	/REFER
3	Indication of season the request is intended	YES	W20 or the equivalent season
4	07FEB Today's date	YES	10JUN
5	Airport at which slots are being requested	YES	DOH
6	Schedule data line	YES	NZZY832 ZZY833 28JUN28JUN 0000007 211763 LHR0745 0915LHR JJ *DATES/TIMES in UTC
7	Supplementary Information that is relevant to the schedule data lines	NO	SI GHCL ABF11233/2020
8	General Information	YES	GI RGDS

3.1.1 Lines 1 to 5 – Header of the message

These elements provide the basic information for the message handling.

3.1.2. Line 6 – Schedule data line breakdown

Below is an example of a decomposed data line for a slot request.

NZZY832 ZZY833 28JUN28JUN 0000007 211763 LHR0745 0915LHR JJ

- ArrDep IATA service type
- IATA Destination airport
- Time of departure
- Time of arrival
- IATA Origin Airport
- IATA Aircraft type
- Seat capacity
- Day (s) of operation
- Period of effectivity
- Departure flight number
- Arrival flight number
- Action code

3.1.3 Line 6 – Action Codes

Action codes have to be at the beginning of each schedule data line to identify what is the message action required/taken by the message sender. Following are the available action codes:

SCR Action Codes to be used by the Operator	SCR Action Codes to be used be the Coordinator/Facilitator
N - New schedule	K - Confirmation
Y - Year round	O - Offer
V - New entrant with Year round status	U - Refusal / No Slot Allocated
B - New entrant	T - Cleared on conditional basis
A - Acceptance of an offer (No further improvement desired)	
P - Acceptance of an offer (Maintain outstanding request)	
Z - Decline offer	

3.1.4 Line 6 – IATA service types

The service types should be mentioned at the end of the data line to identify the nature of the operation. Following table shows the available service type and the respective codes:

Service Types of IATA			
IATA Service Type			
A	Add. flt Cargo/Mail	M	Scheduled Mail only
B	Add. flt pax-Shuttle mode	N	Business Aviation/Air Taxi
C	**Charter-Pax only**	O	Charter with special handling
D	**General Aviation**	P	**Non-revenue›Positioning/Ferry/Delivery/Demo**
E	FAA/Government	Q	Scheduled Pax/Cargo in cabin (pax cum freighter)
F	**Scheduled Cargo**	R	Add. flt pax-Pax/Cargo in cabin (pax cum freighter)
G	Add. flt pax-Normal service	S	Scheduled Pax- Shuttle mode
H	Charter-Cargo and/or Mail	T	**Technical Test**
I	State/police/Fire/Diplomatic	U	Serv. oper. by surface vehicle
J	**Scheduled Pax- Normal service**	V	Cargo-Serv. oper. by surf.veh.
K	Training ›School/Crew check	W	**Military**
L	Charter-Pax and Cargo/Mail	X	**Technical Stop**

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3.1.5 Line 7 to 8 – Footnote of the message

The segment refers to the Supplementary and General information parts of the message. Below table shows some basic information.

Footnote	
SI	In the SI field add any info or request relevant to the schedule/slot request and the Ground Handling Clearance Number.
GI	In the GI field add a general greeting, or other information irrelevant to the request.

3.2 Message Samples

Sample 1. Request for a "NEW" single day Charter operation, with passenger traffic from/to DOH.

```
SMA
S20
21JUNE
DOH
NZZZ001 ZZZ002 23JUN23JUN 0200000 050100 FRALCA0800 1000IKA CC
SI GROUND HANDLING APPROVAL NUMBER GAVS / GHCN 9999/19-JUN-2020.
SI ADDITIONAL INFO
SI AIRCRAFT REG NA-XXX
SI AIRCRAFT TYPE FOKKER 100
SI NOTE ADDITIONAL INFO
GI BRGDS CHRIS
```

Sample 2. Request for a "NEW" single day operation, positioning to DOH and uplift traffic from DOH.

```
SMA
S20
21JUNE
DOH
NZZZ001 ZZZ002 23JUN23JUN 0200000 050100 FRALCA0800 1000IKA PC
SI GROUND HANDLING APPROVAL NUMBER GAVS / GHCN 9999/19-JUN-2020.
SI ADDITIONAL INFO
SI AIRCRAFT REG NA-XXX
SI AIRCRAFT TYPE FOKKER 100
SI NOTE ADDITIONAL INFO
GI BRGDS CHRIS
```

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4. DIA: Ad – hoc schedule approval process

Operators that plan to operate through DIA/OTBD need to follow the following process, further details can be found in the eAIP Qatar GEN 1.2 also uploaded in the QSC website.

Step	Organization	Email	Minimum Information required
1. Ground Handling Clearance Number	QAS General Aviation	**TO:** generalaviation@qataraviation.com	Operators schedule; nature of operation; aircraft information; other as required by GH.
2. Landing/traffic rights clearance	Civil Aviation Authority	**TO**: slots@qatarcoordination.org; doha.comm@caa.gov.qa; khalid.alnasiri@caa.gov.qa; **CC:** rakesh.attavar@caa.gov.qa; schedules@caa.gov.qa;	Operators are required to submit their requests for non-scheduled flights at least seventy-two (72) hours before the intended flight takes place. For detail requirements kindly refer to eAIP Qatar GEN 1.2-3; Operators schedule; nature of operation; aircraft information; other as required by CAA; Slot/schedule clearance; Ground handling clearance.
3. Notification of operation	Airport Authority	**TO:** slots@qatarcoordination.org hiaaoccdutymanager@hamadairport.com.qa aoccafd@hamadairport.com.qa **CC:** generalaviation@qataraviation.com doha.comm@caa.gov.qa; doha.ais@caa.gov.qa; schedules@caa.gov.qa;	

5. Exclusion from the process

Following flights are excluded from the above processes.

1. Seasonal schedule/shuttle flights for Passenger, or Cargo traffic
2. Military flights
3. State flights
4. Search and Rescue
5. Emergency flights

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